

Professional and Managerial Branch
Personnel Administration Group
Safety Series

SAFETY SPECIALIST

09/00 (REB)

Summary

Under general supervision, perform designated professional instructional and analytical work in operational safety.

Typical Duties

Conduct and support general safety training and other intradepartmental employee orientation as assigned. Involves: conferring with management to determine training needs; scheduling and coordinating training with pertinent supervisors; developing lesson plans; teaching classes on assigned topics such as safe lifting techniques, chemical handling, forklift operation, defensive driving, workplace violence and customer relations, which includes directing activities of trainees during sessions, and appraising learning and recommending commendation, discipline or additional development; evaluating training results by means of employee and supervisor questionnaires or other methods; documenting attendance compliance; maintaining awareness of current applicable safety practices and regulations; maintaining own appropriate training and safety certifications as instructed by unit management; recommending training or informational materials for use.

Conduct and support general inspections, investigations and related analyses as assigned. Involves: making scheduled and unscheduled on-site visits to evaluate operations for unsafe or non-compliant practices, equipment and conditions; coordinating safety activities with departmental supervisors to insure implementation of safety programs; participating in on-site and post-incident/accident investigations; preparing narrative and photographic documentation of findings; assisting in development of departmental safety policy and procedures; gathering items for the preparation of handbooks, manuals, bulletins, instruction modules and reports; designing and performing specified studies to identify hazards and evaluate operations for loss potential and allied research; compiling, breaking down and interpreting data regarding risks and accident trends; assessing safety program effectiveness; presenting findings and recommendations.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: acting as liaison with outside agencies to assure information exchange and mutual assistance; substituting within authorized limits for supervisor, coworkers or subordinates as qualified by carrying out specific functions to maintain continuity of ordinary services, if delegated; providing designated support to projects or activities overseen by higher graded personnel as instructed; explaining and demonstrating work to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments related to functions of other positions for training purposes under close supervision; logging activities, and preparing recurring or special activity or status reports.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration, Risk Management, Psychology, Engineering or a related field; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Some knowledge of: surveying and investigating methods; principles and practices of industrial training and safety; technical report writing techniques.

Ability to: gather data and analyze operational problems and procedures to identify trends; establish and maintain effective working relationships with employees, supervisors, department heads and outside agencies; comprehend and explain laws, regulations and policies; evaluate situations and problems and enforce safety rules and regulations impartially and firmly; communicate effectively in written, verbal and graphic form.

Skill in safe operation and care of: personal computer or network workstation and generic business productivity software; motor vehicle; classroom instruction and common office equipment.

Physical Effort and Work Environment Requirements: Frequent: moving over uneven work site terrain which includes climbing stairs and ladders; exposure to varying weather conditions; driving through city traffic.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent license issued by another state.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays, and extended hours. Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include pre-employment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Director of Personnel

Department Head

OFFICIAL